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|--|--|
| <p align="center">CM/ECF</p> <p align="center">User's Guide</p> <p align="center">Part 2</p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p> | Chapter |
| | <p align="center">Processing New Cases</p> |
| | Section |
| | <p align="center">Adversary – Notice of Removal</p> |

- A Notice of Removal is filed as an adversary proceeding.
- The filing fee for a Notice of Removal is the same as the filing fee for an adversary proceeding.
- There may or may not be a pending bankruptcy case in our court.

STEP 1 Select Adversary (from Main Menu)

STEP 2 Select Open a New Adversary Case

Open Notice of Removal

STEP 1 Select Case type: ap

STEP 2 Verify date filed (unable to edit)

STEP 3 Enter: Complaint - n

Search for Party(s)

Note: Add all plaintiffs then add all defendants.

STEP 1 Enter Plaintiff SSN or Last name

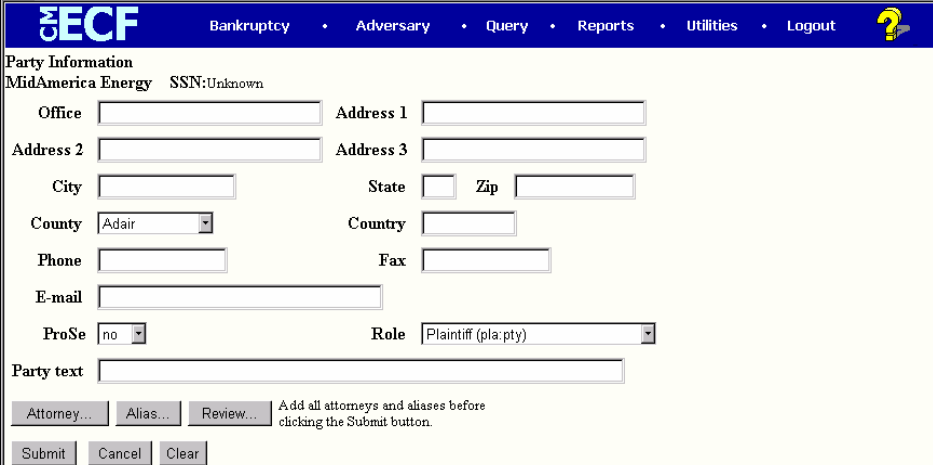
STEP 2 Search

| If | Then |
|---|---|
| Party is found with identical information; i.e., SSN, address, etc. | Click: [Select name from the list] |
| Party is not found | Click: [Create new party] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties |
| Party found and information is not an exact match | Click: [Create new party] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties |

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O'Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information



The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and includes the text 'MidAmerica Energy SSN:Unknown'. It contains several input fields: Office, Address 1, Address 2, Address 3, City, State, Zip, County (a dropdown menu currently showing 'Adair'), Country, Phone, Fax, E-mail, ProSe (a dropdown menu currently showing 'no'), and Role (a dropdown menu currently showing 'Plaintiff (pla:pty)'). There is also a 'Party text' field. At the bottom, there are buttons for 'Attorney...', 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

STEP 1 Verify Plaintiff Information

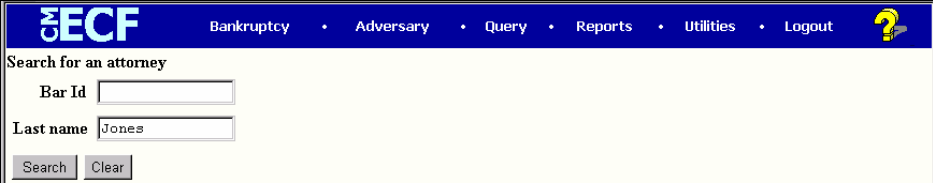
STEP 2 Enter Role type of plaintiff

STEP 3 Select ProSe - no

STEP 4 Click Alias if applicable

STEP 5 Click Attorney

Select Attorney



The screenshot shows the 'Search for an attorney' form in the ECF system. It includes a search bar for 'Bar Id' and a text field for 'Last name' which contains the text 'Jones'. There are 'Search' and 'Clear' buttons at the bottom.

STEP 1 Enter Attorney SSN, Court ID or Last name

STEP 2 Click Search

| If | Then |
|-----------------------|---|
| Attorney is found | Click: [Select name from the list] |
| Attorney is not found | Click: [Create new attorney] Refer to EFGPart1, Attorney Style Guide – Create New Parties |

Select Attorney

- | | |
|---------------|--|
| STEP 1 | Verify Attorney Information |
| STEP 2 | Click Add attorney |
| STEP 3 | Click Submit on Party Information Screen |

Add Defendant

The screenshot shows the 'Open Adversary/MP Case' form. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the form has a section titled 'Search for a party'. It contains input fields for 'SSN' and 'Tax Id', a 'Last/Business name' field, and 'Search' and 'Clear' buttons. At the bottom of this section is an 'End party selection' button.

STEP 1 Search and add defendant

STEP 2 Click End party selection after all parties are added

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case.

The screenshot shows the 'Open Adversary/MP Case' form with the statistical information section. It includes dropdown menus for 'Party code' (set to '3 U.S. not a Party'), 'Nature of suit' (set to '459 (Application For Removal)'), and 'Origin' (set to '1 Original Proceeding'). There is a text input field for 'Transfer date'. Below these are dropdowns for 'Rule 23 (class action)' (set to 'n') and 'Jury demand' (set to 'None'). A text input field for 'Demand (\$000)' is at the bottom. 'Next' and 'Clear' buttons are located at the bottom left of the form.

STEP 1 Enter Party code

STEP 2 Enter Nature of suit – 459 (Application For Removal)

STEP 3 Enter Origin: Original Proceeding

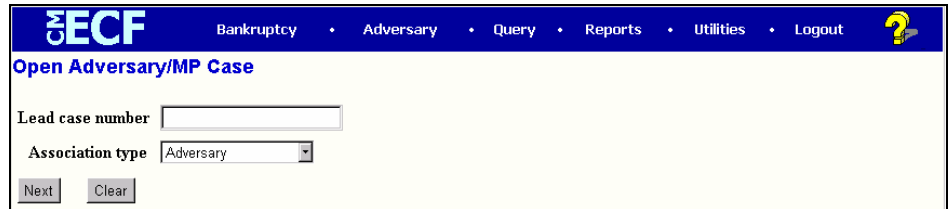
STEP 4 Skip Transfer date

STEP 5 Select Rule 23 (class action) - y or n

STEP 6 Enter Jury demand (default none)

STEP 7 Demand Amount (000 default) if \$5,000 enter 5

Main Case Number



STEP 1 Enter Main (Lead) case number, if available. If not, leave blank.

STEP 2 Select Association type: Adversary. A warning message appears.

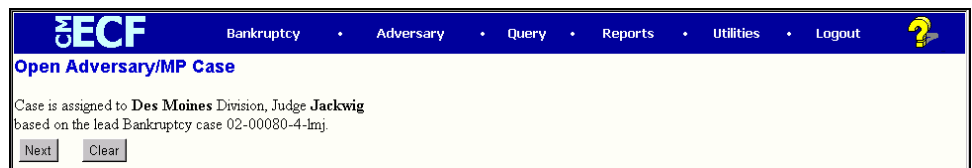


STEP 3 Click OK

Divisional Assignment



OR



STEP 1 Division office defaults to correct office if Main case is filed in our court. If main case not in our court, Select Divisional Office Des Moines

Select Event

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Select event
 Notice of Removal ▾

Next Clear

STEP 1 Select Notice of Removal

Attach PDF Document

ALWAYS REVIEW PDF DOCUMENT BEFORE ATTACHING TO VERIFY THE CORRECT DOCUMENT APPEARS.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: ☒ No ☐ Yes

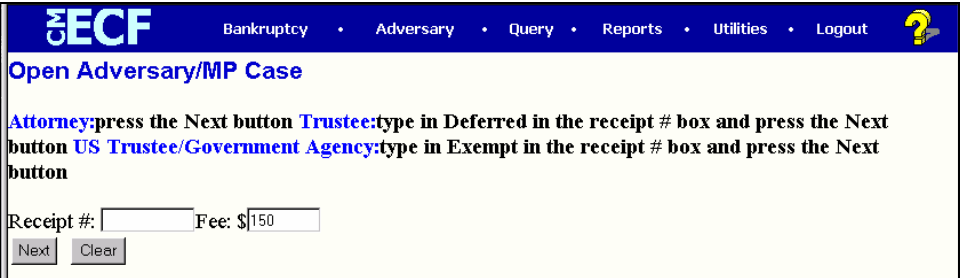
Next Clear

STEP 1 Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Application for Removal)

Filing Fees

| Filer | |
|---------------|--|
| Attorney | Pay filing fee via the Internet |
| US Government | Enter Exempt in the Receipt # box |

Receipt Screen



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

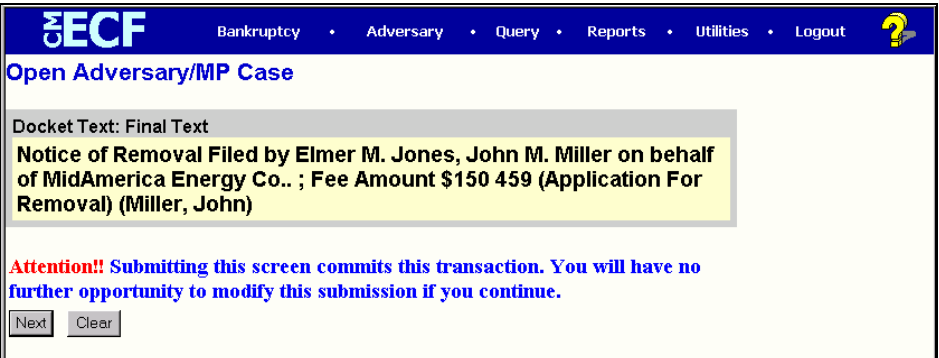
Attorney: press the Next button **Trustee:** type in Deferred in the receipt # box and press the Next button **US Trustee/Government Agency:** type in Exempt in the receipt # box and press the Next button

Receipt #: Fee: \$

STEP 1 **Attorney.** DO NOT enter any characters in the receipt box and select Next

US Government Agency: Enter *Exempt* in the receipt field box and select Next

Docket Text – Attorney Filer



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

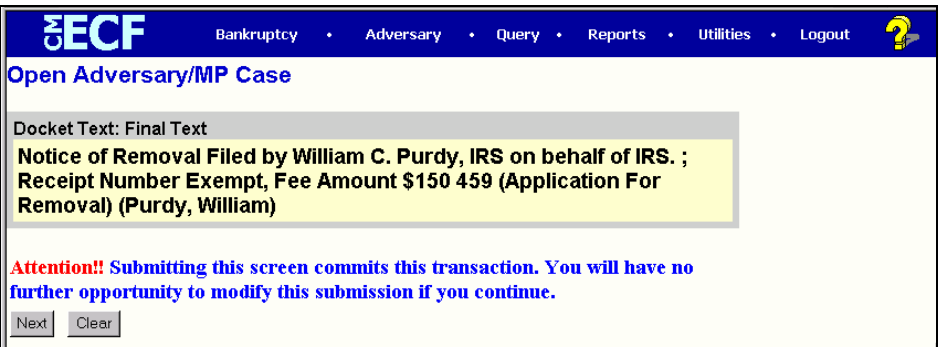
Open Adversary/MP Case

Docket Text: Final Text

Notice of Removal Filed by Elmer M. Jones, John M. Miller on behalf of MidAmerica Energy Co.. ; Fee Amount \$150 459 (Application For Removal) (Miller, John)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Government Agency



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Docket Text: Final Text

Notice of Removal Filed by William C. Purdy, IRS on behalf of IRS. ; Receipt Number Exempt, Fee Amount \$150 459 (Application For Removal) (Purdy, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Review for accuracy. You cannot edit the docket text. If the docket text requires modification, use the [back] button to return to applicable screen and make corrections

Summary of Charges

Attorney Filers

Summary of current charges:

| Date Incurred | Description | Amount |
|------------------------|---|-----------------------------|
| 2004-06-28 14:38:10 | Notice of Removal(04-07040) [cmp,adrmvl] (150.00) | \$ 150.00 |
| | | Total: \$ 750.00 |

A list of ALL charges you have accumulated for all filings done on this day appears for your payment.

STEP 1 Select **Pay Now** – if you are done entering all cases and pleadings with filing fees for the day.

Select **Continue Filing** – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.

Please enter your credit card information below:

Name: train01
Total: \$150.00

Card Type:

Card Number:

Expiration Date:

For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.

STEP 1 Enter your Credit Card type, i.e., Visa, Master Card, etc.

STEP 2 Enter your Credit Card Number

STEP 3 Enter your Credit Card Expiration Date

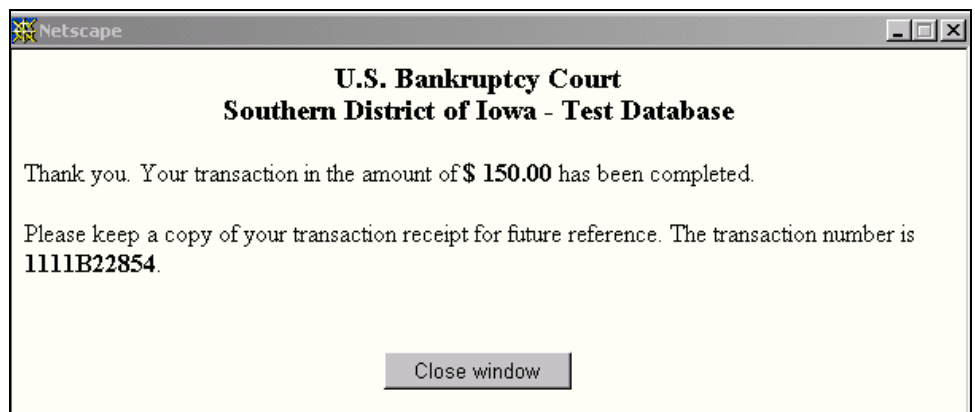
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, make three consecutive errors in data entry, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction

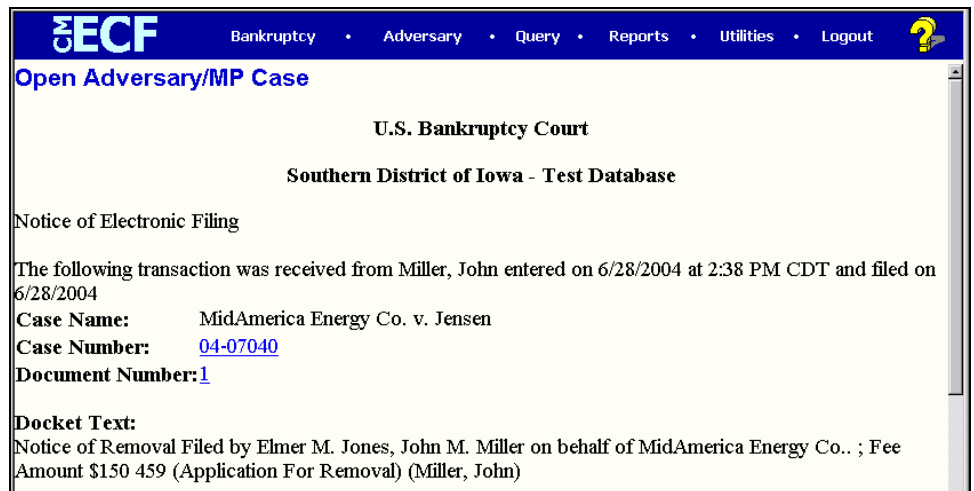


STEP 1 Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website

STEP 2 Click Close window

- The party filing the Notice of Removal must serve a copy of the Notice on all parties to the removed claim or cause of action promptly (10 days) after filing the Notice of Removal.
- The judge may do one of the following:
 - Hold a scheduling conference.
 - Abstain from the case after determining this is a non-core proceeding.
 - Remand back to federal or state court.
- The Case Manager assigns a judge to the case.

Notice of Filing – Attorney Filer



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

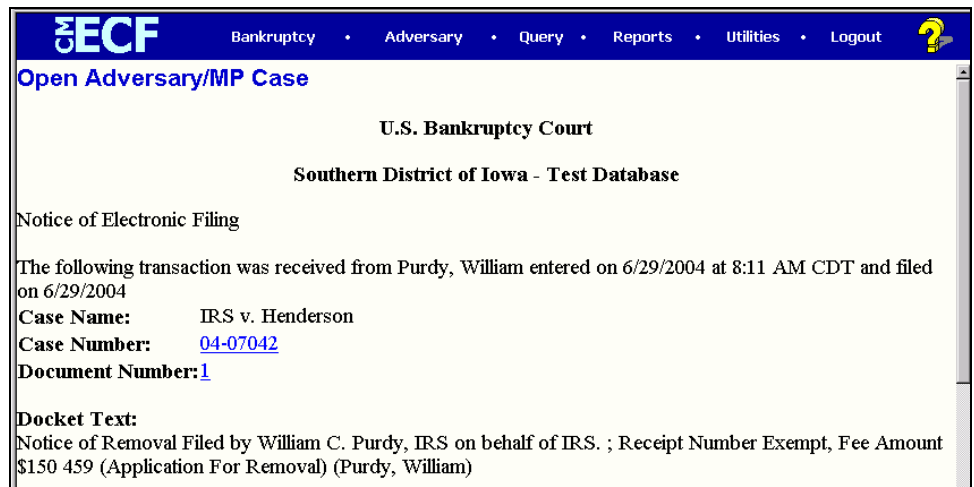
Notice of Electronic Filing

The following transaction was received from Miller, John entered on 6/28/2004 at 2:38 PM CDT and filed on 6/28/2004

Case Name: MidAmerica Energy Co. v. Jensen
Case Number: [04-07040](#)
Document Number: [1](#)

Docket Text:
Notice of Removal Filed by Elmer M. Jones, John M. Miller on behalf of MidAmerica Energy Co.. ; Fee Amount \$150 459 (Application For Removal) (Miller, John)

Government Agency



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

Notice of Electronic Filing

The following transaction was received from Purdy, William entered on 6/29/2004 at 8:11 AM CDT and filed on 6/29/2004

Case Name: IRS v. Henderson
Case Number: [04-07042](#)
Document Number: [1](#)

Docket Text:
Notice of Removal Filed by William C. Purdy, IRS on behalf of IRS. ; Receipt Number Exempt, Fee Amount \$150 459 (Application For Removal) (Purdy, William)

With Case Opening

1. Case Number is assigned
2. Notice of Removal event docketed
3. Credit Card charged filing fee (Attorney filer)
4. Receipt information docketed (Attorney filer)

